

THREE-YEAR ANNEXATION PLAN PROCESS

Notice to property owners and Service Providers:

The three-year annexation cycle begins on the effective date of plan adoption. Prior to the ninetieth day following the effective date of adoption, the City must notify each **property owner** in the proposed annexation area and public and private entities that provide services. In addition, notice is also required to be advertised in the City's website and newspaper of general circulation.

The City must provide formal notice of annexation to **Service Providers** and request information regarding the types and levels of services provided in the previous year. A comprehensive **inventory of services** and facilities is then derived from the information provided from each of the public or private entities. If a service provider fails to submit the required information within 90 days of receiving notification, the City is not obligated to include that information in its inventory. The following types of information would be required:

- For infrastructure facilities and maintenance,
 - An engineering report that describes the physical condition of all infrastructure elements in the area.
 - A summary of expenditures for that infrastructure.
- For critical services (fire, police and emergency medical services).
 - Average dispatch and delivery times.
 - Equipment schedules.
 - Staffing schedules including certification and/or training levels.
 - A summary of operating and capital expenditures.

The inventory then becomes a basis for determining levels of service to be provided in the annexation service plans. The City may monitor the services provided in an area proposed for annexation and verify the inventory information provided by the service provider. Only those services provided in the year preceding the date of plan adoption are to be included in the inventory. Once the inventory is complete, it must be made available for public inspection.

The City must conduct **two annexation public hearings** within 90 days of making the inventory available for public review. **A preliminary draft service plan** must be presented and explained at each of the public hearings. After completing those public hearings, the municipality must then negotiate for those services to be included in the **final service plan** with five appointed representatives from each annexation area. The final service plan must be completed prior to the first day of the tenth month following completion of the inventory of services.

The annexation must then be completed before the 31st day following the third anniversary of inclusion in the plan. If the process is not completed within that time frame, the City may not annex that area for five years.

Inventory completions shall occur within 60 days of receiving the requested information from service providers.

The presiding County Commissioner's Court shall appoint five property owners from each of the annexation areas.

If an agreement cannot be reached between the City and the appointed representatives, the law provides for a binding arbitration process. The authority of the arbitrator is, however, limited to issues relating only to the service plan.

This translates to approximately 17 months following plan adoption. If binding arbitration is not requested, the annexation plan process is complete. If arbitration is requested, the process can be extended for another three to four months. The entire planning cycle should be completed within 21 months. The City then has 15 to 19 months, depending on when the planning cycle ends, to initiate and complete the annexation proceedings.

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